Case Recordation Reports

Report Name: **Pub CR Case Information - Action**

This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by different office for all or specific case types.

The report produces listings of cases or total number of cases based on the following selection criteria: Admin State, Geo State, County, District/Resource Area, Admin Agency, Case Type, Case Disposition, Disposition Date, Commodity, Action Date, Pending Org, Action Code.

NOTE: When entering selection criteria **always use UPPERCASE**, or you will get no data returned for your reports. Data is stored in uppercase in the database.

<u>EXAMPLE:</u>

Query: *What authorized coal cases in North Dakota have a Diligence Due Date or Diligence Met action code?*

Step 1 - Clear All Selection Criteria

Click "**Reset Selection Criteria**"

Important Note: **This step must always be performed before running a report. You will not receive any message confirming that the selection criteria has been reset.**

Step 2 - Set All Limiting Criteria

Click "**Admin State**" (A limit dialog box will appear).

Type "**MT**" into the edit field and click the green √, *or*, select **"MT"** in the pull-down values field.

Click "**OK**"

Click "**Geo State**" (A limit dialog box will appear).

Type "**ND**" into the edit field and click the green √, *or*, select **"ND"** in the pull-down values field.

Click "**OK**"

Click “**Case Type**” (A limit dialog box will appear).

Select “**Begins with**” from the operator field.

Type “**34**"and click the green √.

Click “**OK**”

Click “**Case Disposition**”.

Select “**AUTHORIZED**” in the pull-down values field.

Click “**OK**”

Click “**Action Code**” (A limit dialog box will appear).

Type “**317,318**" into the edit field and click the green √, *or*, select **“317**” in the pull-down values field, hold down <Shift> and click on “**318**".

Step 3 - Process Report

Click “**Process Report**”

Step 4 - Select Format

When the processing has completed, the cursor will change from an hourglass back to an arrow, and the **“Report Format Options”** screen is displayed.

. To display the results:

Click the “**Action Code Totals**” button. The report will appear in the report frame.

Note: To view the report data in additional formats, click on the “**Report Formats”** button in the **“Sections”** area then click one of the remaining “**Select Format**” buttons.

Another option for navigating between windows is to click on the **“Blue Arrows”** in the upper right corner.